

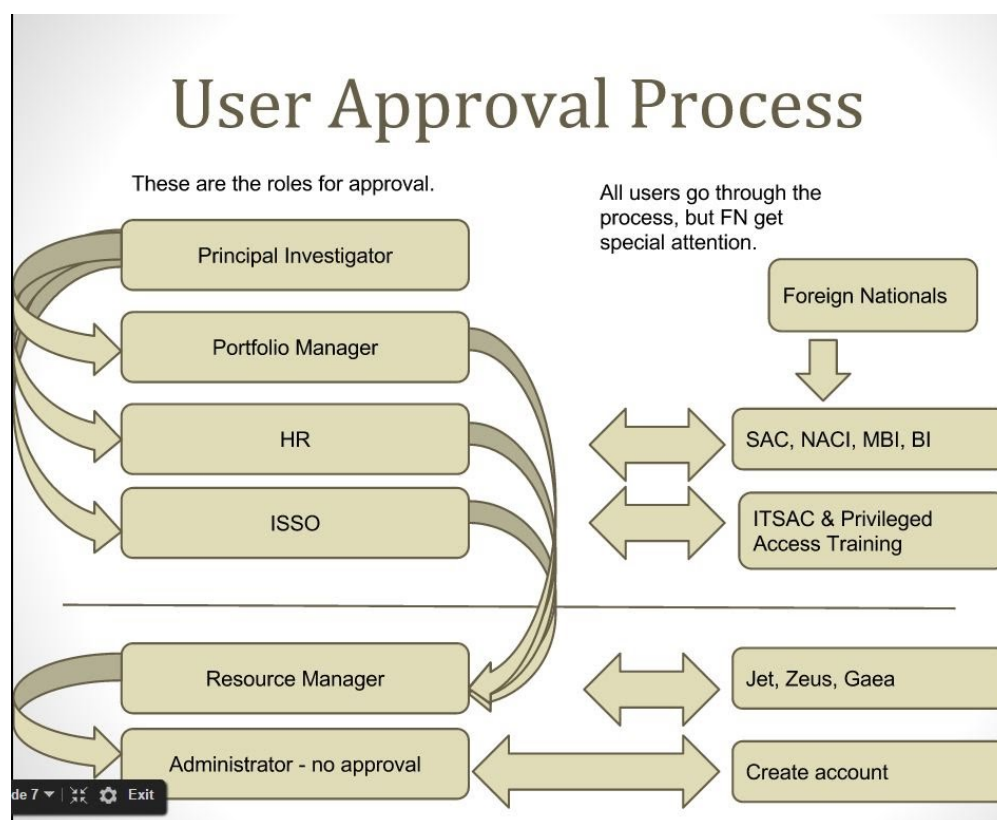
# Account Request Process

**Please ensure that you have completed your background paperwork before submitting for an RDHPCS account. You should either have a valid CAC or have successfully submitted your E-QIP form. See the suitability check link for more detail.**

Request Access to a Project in the Account Information Management ([AIM](#)) tool.

RDHPCS account requests require approval from the following roles before the account can be created. For a complete list of roles, please review the R&D HPCS roles guide which can be found at [Roles](#).

Principle Investigator (PI) - to verify acceptance of the user to the project - the PI MUST approve/deny before anyone else. Portfolio Manager (PfM) - in some cases to verify the user to the project HR - to verify suitability IT Security - to verify IT Security Awareness Course (ITSAC) training Resource Manager (RM) - to verify that all appropriate vetting for the account has occurred.



## Required components for access:

- Verify your information in [AIM](#)

ITSAC training completed within the last year

- Approved project request in [AIM](#).

Suitability Check

- NOAA email

- Agree to policies and procedures

## Workflow for User Request:

After user submits request for access to a Project:

1. The PI will receive email to authorize user access. The PI is the first approver. The PI MUST approve before the other approvers.
2. Once the PI has authorized this user, the system checks to see if the user is 'current'. A 'current' user is one with a valid suitability check and ITSAC training.
  - If user is 'current', email authorizing user access goes to the System Admins
  - If user is not 'current', or is new, email simultaneously goes to both HR (background checks) & ISSO (ITSAC training)
1. Once both HR & ISSO have cleared the user, an email to authorize user access goes to the Resource Manager (RM)
2. Once the RM has authorized the user:
  - an email is sent to all RMs and a notification email is sent to the user
  - an email is sent to the Admins to create the account

### Email Notifications

From: <https://rdhpcs-common-docs.rdhpcs.noaa.gov/wikis/rdhpcs-common-docs/> - **RDHPCS-Common-Docs**

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